

Classification Appeal Checklist

If you decide to submit a classification appeal to us, it should contain the following information in writing:

- ✓ Your name
- ✓ Mailing address
- ✓ Commercial office telephone number
- ✓ The present classification of your position
- ✓ The requested classification
- ✓ The name of the department or agency and the office in which you work
- ✓ The city where you are employed and the installation's mailing address
- ✓ **A copy of your official position description** and either a statement affirming that it is accurate or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the position description
- ✓ Any additional information about the position that will aid in understanding it; and Arguments supporting the requested classification by referencing the appropriate classification standards

Submit a completed appeal package to:

NASA Human Resources
NASA Headquarters
300 E St. SW
Washington, DC 20546

Classification appeals may NOT be filed electronically.